

STATE PROCUREMENT OFFICE
 PROCUREMENT OF HEALTH AND HUMAN SERVICES
 CHAPTER 103F, HRS
CRISIS PURCHASE OF SERVICES METHOD OF PROCUREMENT

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| Brief Description: | Crises purchases are for services that seriously threaten life, health or safety, are not already available through another contract, and needed immediately. |
| Bases for Use: | Both of the following must be met: 1. The crisis results from domestic violence, physical or mental illness or injury, homelessness, etc. and results in a serious threat to life, health and safety; and 2. The crisis generates an immediate and serious need for health or human services that cannot be met by any other purchasing agency that provides health and human services, or under other provisions of Chapter 103F. |
| Procedures: | Crisis purchase of services shall be made with as much competition as is practical under the circumstances. Where practicable, approval from the chief procurement officer shall be obtained prior to the purchase. A written determination of the need to make a crisis purchase and the reasons for selecting the provider shall be included in the contract file. |
| Solicitation Required: | As practicable. |
| Term Limit of Contract: | Limited to immediate need. Term shall not exceed six months, or upon a finding of good cause by the chief procurement officer, twelve months. Subsequent requirements shall be obtained using an alternate procurement method, such as the competitive purchase of service method. |
| Monetary Cap: | Limited to availability of funds |
| Approval Required: | Yes. Where practicable, the required written determination and request for approval shall be submitted to the chief procurement officer. If such submission for approval is not practicable, then the head of the purchasing agency may conclude the purchase and subsequently submit the matter for approval to the chief procurement officer. |
| Protest: | None specified by statute. |
| Posting/Reporting Requirements: | Awards shall be posted within five working days of contract execution to the contracts database (CDRS). |
| Other Comments: | To ensure that the state obtains the best contract possible to address the crisis condition, such competition as is practicable under the circumstances shall be obtained. (Reference: section 3-147-202, HAR) |
| Reference: | Hawaii Revised Statutes §103F-406 and Hawaii Administrative Rules |

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